Faculty of Arts, Humanities and Cultures  
Cultural Institute  

AHRC Cultural Engagement Project Officer  

17.5 hrs per week, fixed term for 3 months  

This position is funded through the AHRC Cultural Engagement grant. This funding aims to support the broader development of scholars at an early stage in their careers. Therefore the post is only open to applicants who are Early Career Researchers or recently completed PhD students, (including students who have recently submitted their theses and are awaiting examination) in the field of arts and humanities, who wish to develop their skills and knowledge in relation to impact research initiatives, public engagement and partnership working.  

Culture is one of the University of Leeds’s key research themes, in October 2016 the University will launch its new Cultural Institute. Through the Institute, the University of Leeds will pioneer innovative and ground-breaking research in partnership with the creative sector, provide opportunities through which we can transform our students' lives and their life chances and widen engagement locally, nationally and internationally with the University's cultural life and riches.  

Working within the Cultural Institute team over a 3 month period, you will support the development and delivery of the Cultural Institute launch, a key high profile event for the University. In the lead up to the event, you will lead the development of activities working with cultural partners both on and off campus to showcase the scale and breadth of our work to date and the range of cultural assets we hold on campus. You will also support the team in developing key messages to demonstrate the relevance of the Cultural Institute to our academics in order to establish the Cultural Institute as a force for the development of interdisciplinary research which has impact on society’s global problems. Following the event you will support the team in responding to new opportunities and contacts formed through the event and lead the team in conducting a review and lessons learnt exercise following the event.  

University Grade 6 (£25,769 - £30,738 p.a. pro rata)  

Informal enquiries may be made to Liz Harrop, email E.J.Harrop@leeds.ac.uk  

Ref: AHCCI1000  

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Director of Cultural Institute
Reports to: Research and Innovation Development Manager (Cultural Institute)

Main Duties and Responsibilities

- Initiate and support working relationships with staff and officers in relevant cultural partner organisations both on and off campus, as identified by the Cultural Institute Management team
- Produce and deliver a detailed activity plan and schedule for showcasing the resources and activities of on campus cultural venues and projects working with strategic cultural partners
- Support the production and delivery of information and advocacy materials for both internal and external audiences
- Recruit and supervise student ambassadors who will assist in the delivery of on campus cultural venue tours
- Participate in Cultural Institute team meetings, regularly reporting on progress of activities
- As part of the Cultural Institute team, ensure administration and effective follow-up communications to delegates including dealing with information requests and letters of thanks
- Lead on the design and delivery of a lessons learned review to support the team in improving future practice
- Ensure that any expenses incurred in the course of carrying out the role are tracked and accounted for and remain within the limits agreed, following all finance procedures relating to invoice and expense payments.
- As part of the Cultural Institute team, you will also be expected to assist as required with general administration prior to the launch event and to attend and assist at the Cultural Institute launch event to ensure smooth running and maximum impact of scheduled activities.

University Values

All staff are expected to operate in line with the university’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university’s strategy and values is available at [http://www.leeds.ac.uk/comms/strategy/](http://www.leeds.ac.uk/comms/strategy/)
Person Specification

Essential

- PhD in an arts or humanities subject, or have recently submitted a PhD in an arts and humanities subject and are awaiting examination
- Excellent project management skills
- Excellent communication (verbal and written) and interpersonal skills
- Excellent organisational skills and ability to prioritise own tasks and workload
- An ability to work independently and under direction in a team
- Strong time-management and personal organisation skills; flexibility of approach and ability to work to deadlines without prompting

Desirable

- Experience of working with arts and cultural sector partners
- Understanding of the Impact environment within Higher Education
Additional Information

Details of the terms and conditions of employment for all staff at the university, including information on pensions and benefits, are available on the Human Resources web pages accessible via the links on the right hand side, or at http://www.leeds.ac.uk/hr/index.htm

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk

Criminal Record Checks

This post is covered by the Rehabilitation of Offenders Act 1974 and as such, applicants who have ‘unspent’ convictions, cautions, reprimands and warnings, including any pending criminal proceedings, must declare this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Criminal record information will be held securely by the University and in accordance with the Data Protection Act and the University’s Data Protection policy, available at http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

Any offer of appointment will be in accordance with our policy, a copy of which is available at http://hr.leeds.ac.uk/criminal_records

Disabled Applicants

The post is located in the Leeds Humanities Research Institute. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.